

PERSONNEL BOARD MEETING
Monday, February 2, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member

AGENDA

1. Request to approve the minutes of the January 5, 2015 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received January 2015.

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| Anays Guzman | Community Development Department |
| Christina Machado Dillon | Education & Community Service – Library Division |
| Mayra Acosta | Fire Department |
| Tomas Felipe | Fire Department |
| Marta Diaz | Human Resources Department |
| Mark C. Donley | Police Department |
| Otto Freeman | Police Department |
| Sergio Ramirez | Police Department |
| Lacarious King | Public Works – Solid Waste Department |
| William Leon | Public Works Department |
| Javier Revilla | Public Works – Solid Waste Department |
| Jose Luis Rodriguez | Streets Department |

3. Report of Leave without Pay for January 2015.
4. Report of Civil Service Appointments for January 2015.
5. Report of Civil Service Resignations for January 2015.

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| Emilio Mendez | Code Department |
| Jose Albaradejo | Fire Department |
| Alberto Proenza, Jr. | Fire Department |
| Eglys Hernandez | Mayor's Office |
| Oscar Amago | Police Department |
| Melanie Carpio | Police Department |
| Fernando Carvajal | Police Department |
| Edward Delgado | Police Department |
| Manuel A. Diaz | Police Department |
| Raleigh Flowers, Jr. | Police Department |
| Julian Guerra | Police Department |

6. Report of Maternal/Paternal Leave for January 2015.

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|-----------------|-------------------|
| Alfonso Gomez | Police Department |
| Dilton Bosch | Police Department |
| Rolando Riveron | Police Department |
7. Report of Leave of Absence for January 2015. **None**
8. Request to conduct a Civil Service examination for the position of **Public Safety Communication Supervisor.**

Copy of new job description is attached.
Range 17 - \$1216 - \$2365 Bi-Weekly
9. Request to conduct a Civil Service examination for the position of **Complaint Officer I**

Copy of job description is attached.
Range 47 - \$1035 - \$1954 Bi-Weekly
10. Request to conduct a Civil Service examination for the position of **Complaint Officer II**

Copy of job description is attached.
Range 48 - \$1056 - \$2127 Bi-Weekly
11. Request to conduct a Civil Service examination for the position of **Paralegal.**

Copy of new job description is attached.
Range 26 - \$941 - \$1819 Bi Weekly
12. Request to approve the job description for the new position of **Re-Certification Specialist.**

Copy of new job description is attached.
Range 48 - \$1056- \$2127 Bi-Weekly
13. Request to approve the job description for the new position of **Library Services Supervisor.**

Copy of job description is attached.
Range 52 – \$1363 - \$2791 Bi-Weekly
14. Request to certify the eligibility list for the position of **Code Enforcement Official.**
15. Request to certify the eligibility list for the position of **Police Training Program Coordinator.**
16. Request to certify the eligibility list for the position of **Administrative Aide Confidential/Police.**
17. Request to hear **Unfinished Business.**

18. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, March 2, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.